



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20350-1000

SECNAVINST 1910.4B

Pers-83

29 MAY 1996

SECNAV INSTRUCTION 1910.4B

From: Secretary of the Navy

Subj: ENLISTED ADMINISTRATIVE SEPARATIONS

- Ref:
- (a) DOD Directive 1332.14, "Enlisted Administrative Separations," 21 Dec 93 (NOTAL)
 - (b) Title 10, United States Code
 - (c) Public Law 97-66, "The Veterans' Disability Compensation, Housing, and Memorial Benefits Amendments Act of 1981," 17 Oct 81, (95 Stat. 1035)
 - (d) Uniform Code of Military Justice (UCMJ)
 - (e) SECNAVINST 5420.174C, "Review at the Level of the Navy Department of Discharges from the Naval Service," 22 Aug 84 (NOTAL)
 - (f) Article 1129, United States Navy Regulations (1990) (Record of Fitness)
 - (g) JAGINST 5800.7C, "Manual of the Judge Advocate General (JAGMAN)," 3 Oct 90
 - (h) DOD Directive 1205.5, "Transfer of Members Between Reserve Components of the Military Services," 10 Apr 95 (NOTAL)
 - (i) DOD Directive 1300.6, "Conscientious Objectors," 20 Aug 71 (NOTAL)
 - (j) DOD Directive 1315.15, "Special Separation Policies for Survivorship," 26 Sep 88
 - (k) NAVMED P117, Manual of the Medical Department (NOTAL)
 - (l) Section on Mental Disorders, International Classification of Diseases and Injuries - 9, Diagnostic and Statistical Manual (DSM-IV) of Mental Disorders, 4th Edition, Committee on Nomenclature & Statistics, American Psychiatric Association, Washington, D.C., 1994 (NOTAL)
 - (m) DOD Directive 1327.5, "Leave and Liberty," 24 Sep 85 (NOTAL)
 - (n) SECNAVINST 1850.4C, "Department of the Navy Disability Evaluation," 8 Mar 90 (NOTAL)
 - (o) DOD Directive 1304.26, "Qualification Standards for Enlistment, Appointment, and Induction," 21 Dec 93 (NOTAL)
 - (p) DOD Directive 1215.13, "Unsatisfactory Performance of Ready Reserve Obligation," 30 Jun 79 (NOTAL)



SECNAVINST 1910.4B

29 MAY 1996

- (q) DOD Instruction 5505.8, "Investigations of Sexual Misconduct by the Defense Criminal Investigative Organizations and Other DoD Law Enforcement Organizations," 28 Feb 94 (NOTAL)
- (r) Manual for Courts-Martial, 1995 Edition
- (s) SECNAVINST 5300.28B, "Military Alcohol and Drug Abuse Prevention and Control," 11 Jul 90
- (t) DOD 5200.2-R, "DoD Personnel Security Program," 1 Jan 87, authorized by DOD Directive 5200.2, 6 May 92 (NOTAL)
- (u) DOD Directive 1308.1, "Physical Fitness and Weight Control Programs," 29 Jun 81
- (v) DOD Instruction 1336.1, "Certificate of Release or Discharge from Active Duty," 6 Jan 89 (NOTAL)

Encl: (1) Definitions
(2) Administrative Separation Guide

1. Purpose. To reissue and update the policies, standards, and procedures for the administrative separations of enlisted servicemembers from the Department of the Navy, based upon the provisions of references (a) through (v). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1910.4A, BUPERSINST 1910.8A, and Report Control Symbol SECNAV 1910-1.

3. Applicability and Scope. The provisions of this instruction apply to the Department of the Navy, including all Reserve components.

4. Policy

a. Navy policy is to promote the readiness of the naval service by maintaining high standards of conduct and performance. Separation policy promotes the readiness of the naval service by providing an orderly means to:

(1) Judge the suitability of persons to serve in the Navy and Marine Corps on the basis of their conduct and their ability to meet required standards of duty performance and discipline;

(2) Maintain standards of performance and conduct through characterization of service in a system that emphasizes the importance of honorable service;

(3) Achieve authorized force levels and grade distributions; and

(4) Provide for the orderly administrative separation of servicemembers in a variety of circumstances.

b. Navy separation policy is designed to strengthen the concept that naval service is a calling different from any civilian occupation.

(1) Enlisting in the Navy or Marine Corps involves a commitment to the United States, the Service, and one's fellow citizens and servicemembers to successfully complete a period of obligated service. Early separation for failure to meet required standards of performance or discipline represents a failure to fulfill that commitment.

(2) Millions of Americans from diverse backgrounds and with a wide variety of aptitudes and attitudes upon entering military service have served successfully in the Armed Forces. It is Navy policy to provide servicemembers with the training, motivation, and professional leadership that inspires the dedicated enlisted servicemember to emulate his or her predecessors and peers in meeting required standards of performance and discipline.

(3) When persons enter naval service, the Navy invests substantial resources in their training, equipment, and related expenses. Separation prior to completion of an obligated period of service is wasteful because it results in loss of this investment and generates a requirement for increased accessions. Conversely, retaining individuals in the naval service who will not or cannot conform to naval standards of conduct, discipline, and performance creates a high cost in terms of pay, administrative efforts, degradation of morale, and substandard mission performance. Both situations represent an inefficient use of limited Defense resources. Therefore, every reasonable effort must be made to identify, in a timely manner, servicemembers who exhibit a likelihood for possible early separation, and either improve those servicemembers' chances of retention through counseling, retraining, and rehabilitation, or separate promptly those servicemembers who do not demonstrate potential for further useful naval service.

c. Servicemembers being considered for administrative separation because of conduct or performance not meeting Navy or Marine Corps standards shall be processed expeditiously. Once a

29 MAY 1996

servicemember has been identified for processing and proceedings have commenced in a given case, he or she should receive sufficient supervision to preclude him/her from having any adverse effect on good order and discipline in the unit. Such supervision should include separate berthing, where facilities are available. Further, when local processing has been completed and separation has been recommended, the servicemember concerned should be physically separated from the command whenever possible by means of leave, temporary reassignment, or other methods while undergoing final processing.

5. Completion of Total Military Obligation. Servicemembers separated from active duty or from the Selected Reserve who have any potential for future mobilization will normally be transferred to the Individual Ready Reserve (IRR) to complete the remainder of their total military obligation, subject to the following limitations:

a. Servicemembers whose service is characterized as Other Than Honorable will not be transferred to the IRR.

b. Servicemembers separated on the basis of drug abuse, homosexual conduct, or defective enlistment or induction will not be transferred to the IRR.

c. When there are medical reasons why the servicemember would not be available to meet mobilization requirements, he or she will not be transferred to the IRR.

6. Processing Goals. To support policy objectives and further the efficient administration of enlisted separations, every effort shall be made to adhere to the time goals shown below for processing separations. Failure to process an administrative separation within the prescribed time goals shall not create a bar to separation or characterization.

a. Servicemember Waives or is not Entitled to an Administrative Board. Thirty working days from the date servicemember is notified of administrative separation processing to the date he or she is separated.

b. Servicemember Elected an Administrative Board. Sixty working days from the date servicemember is notified of administrative separation processing to the date he or she is separated; or by the servicemember's expiration of enlistment or fulfillment of service obligation, whichever occurs first.

NOTE: Although personnel should be separated within these processing time goals, commanding officers may delay separation to afford separating servicemembers ample time to complete all transition assistance services to which they are entitled under OPNAVINST 1900.2 (series) (NOTAL).

7. Periodic Explanations. An explanation shall be given to all enlisted servicemembers of the types of separations, the basis for their issuance, the possible effects of various actions upon reenlistment, civilian employment, veterans' benefits, and related matters, and the effects of 10 U.S.C. 977 (reference (b)) and Public Law 97-66 (reference (c)) concerning denial of certain benefits to servicemembers who fail to complete at least 2 years of an original enlistment. Such explanation may be provided in the form of a written fact sheet or similar document. The periodic explanation shall take place at least each time the provisions of the Uniform Code of Military Justice (UCMJ) (reference (d)), are explained under Article 137. The requirement that the effects of the various types of separations be explained to enlisted servicemembers is a command responsibility, not a procedural entitlement. Failure on the part of the servicemember to receive or to understand such explanation does not create a bar to separation or characterization.

8. Provision of Information During Separation Processing. During separation processing, information concerning the purpose and authority of the Naval Discharge Review Board (NDRB) and the Board for Correction of Naval Records (BCNR), established under 10 U.S.C. 1552 and 1553 (reference (b)) and SECNAVINST 5420.174C (reference (e)), shall be provided to all servicemembers, except when the separation is for an immediate reenlistment. Specific counseling is required under 38 U.S.C. 3103(a) (reference (b)), which states that a discharge under other than honorable conditions, resulting from a period of continuous, unauthorized absence of 180 days or more, is a conditional bar to benefits administered by the Department of Veterans Affairs (DVA), notwithstanding any action by a Discharge Review Board. The information required by this paragraph should be provided in the form of a written fact sheet or similar document. Failure on the part of the servicemember to receive or to understand such explanation does not create a bar to separation or characterization.

9. Responsibilities. The Chief of Naval Operations and the Commandant of the Marine Corps shall ensure that the policies, standards, and procedures of this instruction are applied

29 MAY 1996

consistently, that fact-finding inquiries are conducted properly, that no abuse of authority occurs, and that failure to follow the provisions of this instruction results in appropriate corrective action.

10. Action. The Chief of Naval Operations and Commandant of the Marine Corps are authorized to delay implementation of this instruction, all or in part, up to a maximum of 45 days after the date of this instruction. Separation proceedings shall be controlled by the provisions of this instruction on and after the issuance date(s). Separation proceedings initiated prior to the implementation date(s) shall be concluded under the guidelines in effect at the time of commencement.

11. Forms

a. The following forms are available through normal Navy supply channels per NAVSUP P2002.

FORM NO.	TITLE	STOCK NO.
DD 214 (Rev 11-88)	Certificate of Release or Discharge from Active Duty	0102-LF-006-5500
DD 215 (Rev 7-79)	Correction of DD 214, Certificate of Release or Discharge from Active Duty	0102-LF-000-2150
DD 256N (May 50)	Navy Honorable Discharge Certificate	0102-LF-002-4203

b. PS 3800 (Receipt of Certified Mail), and PS 3811 (Domestic Return Receipt) are available from local post offices.



BERNARD ROSTKER
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

Distribution: (See next page)

SECNAVINST 1910.4B
29 MAY 1996

Distribution:

SNDL A3 (Chief of Naval Operations)
A6 (Commandant of the Marine Corps)

Copy to:

SNDL A1H (ASN M&RA)
A5 (BUPERS) (PERS-8, 10 copies)

SECNAV/OPNAV Directives Control Office
Washington Navy Yard, Building 200
901 M Street SE
Washington DC 20374-5074 (20 copies)

Order from:

Naval Inventory Control Point
Cog "I" Material
700 Robbins Avenue
Philadelphia PA 19111-5098

Stocked: (100 copies)